

SELECTBOARD MEETING  
*Approved Minutes*

July 18, 2013

7:00pm EMFD Emergency Services Facility

**JOINT MEETING OF THE CALAIS SELECTBOARD, EAST MONTPELIER SELECTBOARD and  
EMFD BOARD OF DIRECTORS**

**Attending:** Calais Selectboard Members: Denise Wheeler, Scott Bassage, Toby Talbot and Rose Pelchuck; East Montpelier Selectboard Members: Seth Gardner, Steve Sparrow, and Kim Swasey; EMFD Board Members: Ty Rolland, Chief, Jim Carrien, Treasurer, Greg Pelchuck, Vice President, Rick Barstow, Paul Guare, Jon Boucher and Bill Amell; and Bruce Johnson, East Montpelier Town Administrator.

Denise Wheeler called the Calais Selectboard Meeting to order at 7:12pm.

FY 2013 End of the Year Review was presented by the Treasurer, Jim Carrien, in the usual manner. Overages were noted in electricity consumption, personal gear, building maintenance (overhead door, ceiling controls moved, service contracts for the building), vehicle repairs on the aging fleet, radio upgrading for narrow banding and an IT server that crashed and included new surge protection.

Ambulance revenue collected for the FY that was allocated into the EMFD Capital Reserve Fund was \$91,672.71, which was above our goal of \$75,000.00 or 122.23% of the goal. Assets at the end of the year were reviewed: checking, savings and capital reserve account. Toby Talbot, Ty Rolland and Jim Carrier further explained how ambulance revenue is put into the Contingency Fund and Capital Reserve Fund. Jim Carrien explained the Comparison of Expenditures to Level Funded Budget and Hypothetical 3.5% Budget Increase Per Year.

Independent Audit - Mudgett, Wisner and Krowisner will do annual audit again this year. A letter of engagement is going out soon.

Capital Plan – will be updated to show the equipment purchased this year. Ty Rolland informed the Selectboards about planning for a tanker truck replacement in the 2015 fiscal year.

Call Summary was reviewed noting 205 ambulance transports for the calendar year, out of 364 total calls thus far this calendar year.

East Montpelier Elementary School is under construction to provide classroom expansions and upgrades. EMFD reviewed some sprinkler issues, water storage issues and life safety issues with the contractors.

Plainfield Ambulance Service Contract – The Town of Plainfield will pay \$15,012.00 over the three years, which is an increase due to their increased call volume.

Asbestos contamination case of EMFD turnout gear – Ty Rolland reported EMFD replaced turnout gear to the tune of about \$17,000.00 due to asbestos contamination from a fire in Barre. Insurance paid a portion of the cost. Ty explained how EMFD was able to put together about 12 sets of gear. The Selectboards were told the workers comp insurance had a claim filed for each firefighter potentially exposed.

Crane Rollover update - Ty Rolland informed the Selectboards that EMFD was getting sued for \$140,000.00 to try to have EMFD pay for the crane roll over incident in Calais nearly two years ago.

Interlocal Agreement – The EMFD Board is reviewing the document and afterwards it will be reviewed

by legal counsel then given back to the Selectboards for final consideration. The current contract expires September 2, 2013.

SCBA bottles – EMFD was able to sell some SCBA bottles to Worcester that still had useful life in them.

Updating SOG'S and SOP'S – Ty Rolland explained how the EMFD Board is updating Standard Operating Guidelines, Standard Operating Procedures, policies and compliance documents to be sure EMFD operations are current, making necessary changes whenever necessary. Scott Bassage asked about a safety program. Ty explained we have a Safety Officer, policies and procedures to follow. Scott said he feels we have a good safety record and should tout it.

Military service was inquired about by Kim Swasey at the last quarterly meeting. Ty Rolland surveyed EMFD members and noted a few that have military service records, including the National Guard.

Scott Bassage made a motion to adjourn at 8:05pm. The motion was seconded, voted and carried 4-0.

Respectfully submitted,

Rose Pelchuck  
Calais Selectboard Member and Administrative Assistant  
EMFD Administrative Assistant